



# Microsoft PowerPoint 2010

## Part 1: Introduction to PowerPoint

Summer 2013, Version 1.1

### Table of Contents

<b>Introduction.....</b>	<b>3</b>
<b>Starting the Program.....</b>	<b>3</b>
<b>Exploring the User Interface.....</b>	<b>3</b>
Customizing the Quick Access Toolbar.....	4
Exploring the Ribbon.....	5
Using Dialog Box Launchers.....	5
Minimizing and Expanding the Ribbon.....	5
Exploring the Backstage View.....	6
<b>Creating, Saving, and Closing a Presentation.....</b>	<b>6</b>
Entering Text.....	7
Copying and Moving Text.....	8
Using Undo and Redo.....	8
Adding and Deleting Slides.....	9
Changing a Slide's Layout.....	10
Moving, Resizing, and Rotating Placeholders.....	10
Saving a Presentation.....	11
Using Save As.....	12
Closing a Presentation and Exiting PowerPoint.....	12
<b>Opening an Existing Presentation.....</b>	<b>13</b>
<b>Formatting a Presentation.....</b>	<b>13</b>
Live Preview.....	13
Mini Toolbar.....	14
Formatting Characters.....	14
Changing the Font.....	14
Changing the Font Size.....	14
Changing the Font Style.....	15
Changing the Font Color.....	15
Formatting Paragraphs.....	16
Changing Text Alignment.....	16
Modifying Line Spacing.....	16
Creating Bulleted and Numbered Lists.....	17

Copying Formatting .....	18
<b>Inserting Images.....</b>	<b>18</b>
Inserting Clip Art .....	18
Inserting Pictures.....	19
Moving an Image .....	20
Resizing an Image .....	20
<b>Viewing a Presentation in Different Ways.....</b>	<b>21</b>
Managing Slides in the Slide Sorter View .....	21
Running a Presentation in the Slide Show View .....	22
<b>Previewing and Printing a Presentation .....</b>	<b>23</b>
Selecting Page Setup Options .....	23
Printing a Presentation .....	23
<b>Getting Help .....</b>	<b>25</b>

# Introduction

Microsoft PowerPoint 2010 is a presentation program that offers various effects, themes, layouts, and formatting options that can be used to quickly and efficiently create and share dynamic presentations with your audience. This handout provides an overview of the PowerPoint 2010 user interface and covers how to perform basic tasks such as creating a new presentation, formatting text, inserting images, printing, and getting help.

## Starting the Program

The following steps are for starting PowerPoint 2010 using the computers in the ITS Training Program computer labs. The steps for starting the program on other computers may vary.

To start PowerPoint 2010:

1. Click the **Start** button, click **All Programs**, click **Microsoft Office**, and select **Microsoft PowerPoint 2010**. The program window opens with a new blank presentation.

## Exploring the User Interface

The PowerPoint 2010 program window is easy to navigate and simple to use (see Figure 1 and Table 1 for the main elements of the program window). It is designed to help you quickly find the commands that you need to complete a task.

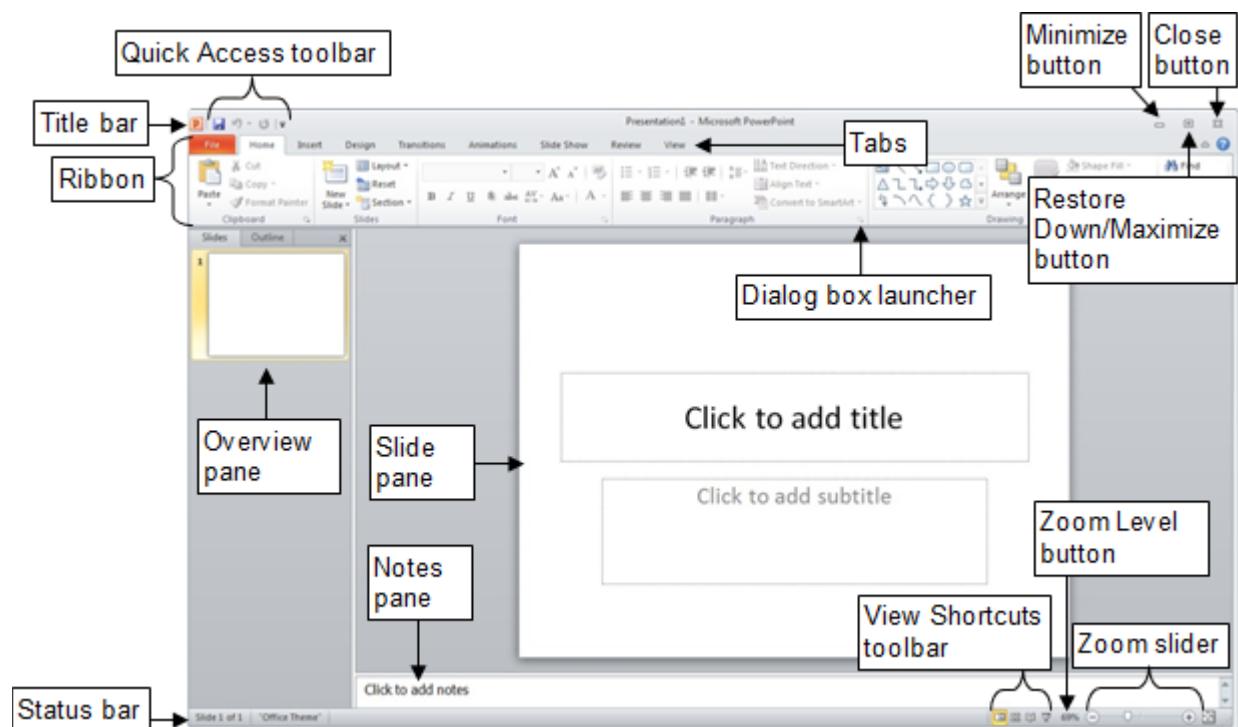


Figure 1 – PowerPoint 2010 Program Window

**Table 1 – PowerPoint 2010 Program Window Elements**

Element	Description
Title bar	Displays the name of the presentation and the program.
Minimize, Restore Down/Maximize, and Close buttons	Used to control the program window. Use the <i>Minimize</i> button to hide the window. Use the <i>Restore Down/Maximize</i> button to adjust the size of the window. Use the <i>Close</i> button to close the presentation or exit PowerPoint.
Quick Access toolbar	Contains frequently used commands that are independent of the tab displayed on the Ribbon.
Ribbon	Contains all the commands related to managing presentations and working with presentation content.
Overview pane	Appears on the left side of the program window and has two tabs. Clicking the Slides tab displays small thumbnails of all the slides in the active presentation. Clicking the Outline tab shows all the text on the slides displayed as an outline.
Slide pane	Shows the current slide as it will appear in the presentation.
Notes pane	Appears below the Slide pane and provides a place for entering notes about the current slide (e.g., speaker notes).
Status bar	Displays information about the current presentation (e.g., slide number, theme name) and provides access to certain program functions.
View Shortcuts toolbar	Used to display the presentation in a variety of views, each suited to a specific purpose.
Zoom Level button and Zoom slider	Used to change the magnification of the presentation.

## **Customizing the Quick Access Toolbar**

By default, the *Quick Access* toolbar is located at the left end of the Title bar and displays the Save, Undo, and Redo buttons (see Figure 1). You can change the location of the Quick Access toolbar and customize it to include commands that you use frequently.


To add a command to the Quick Access toolbar:

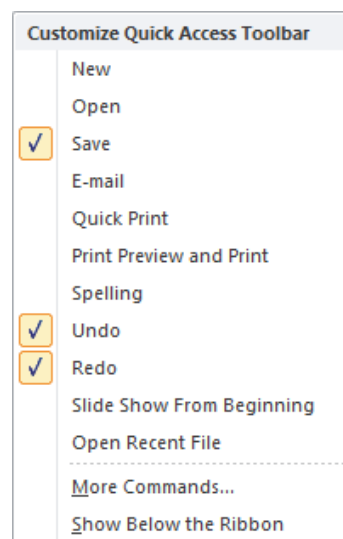
1. On the **Ribbon**, click the appropriate tab or group to display the command that you want to add.
2. Right-click the command and select **Add to Quick Access Toolbar** from the shortcut menu.

To remove a command from the Quick Access toolbar:

1. On the **Quick Access** toolbar, right-click the command that you want to remove and select **Remove from Quick Access Toolbar** from the shortcut menu.

**NOTE:** Clicking the **Customize Quick Access Toolbar**

arrow  on the **Quick Access** toolbar displays a list of additional commands and options that can be used to customize the toolbar (see Figure 2).



**Figure 2 – Customize Quick Access Toolbar Menu**

## Exploring the Ribbon


The *Ribbon* is located below the Title bar. Across the top of the Ribbon is a set of task-specific tabs (see Figure 1 and Table 2). Some tabs, known as contextual tabs, appear only when you create or select certain types of objects (e.g., pictures, tables, charts). Clicking a tab displays an associated set of commands that are organized into logical groups. Commands generally take the form of buttons and lists. Some commands appear in galleries. The appearance of the buttons and groups on the Ribbon changes depending on the width of the program window. A button representing a command that cannot be performed on the selected element is inactive (gray).

**NOTE:** Pointing to a button on the Ribbon displays information about the button in a ScreenTip.

**Table 2 – Ribbon Tabs**

Tab	Description
File tab	Displays the Backstage view which contains commands related to managing files and customizing the program. The File tab replaces the Microsoft Office button and File menu used in earlier releases of Microsoft Office.
Home tab	Contains commands related to creating slide content. The Home tab is active by default.
Insert tab	Contains commands related to all the items you can insert into a presentation.
Design tab	Contains commands related to the appearance of a presentation.
Transitions tab	Contains commands related to the transition of slides in a presentation.
Animations tab	Contains commands related to slide animation.
Slide Show tab	Contains commands related to displaying a presentation.
Review tab	Contains commands related to editorial tasks such as checking spelling and adding comments.
View tab	Contains commands related to changing the view or the display of a presentation.

## Using Dialog Box Launchers

Some groups on the Ribbon have related dialog boxes or task panes that contain additional commands. These commands can be accessed by clicking the *dialog box launcher*  located in the lower-right corner of the group (see Figure 1).

## Minimizing and Expanding the Ribbon

You can minimize the Ribbon to make more space available on the screen. When the Ribbon is minimized, only the tab names are visible.

To minimize the Ribbon:

1. Click the **Minimize the Ribbon** button  located at the right end of the **Ribbon**. Or, press **Ctrl+F1**.

To expand the Ribbon:

1. Click the **Expand the Ribbon** button  located at the right end of the **Ribbon**. Or, press **Ctrl+F1**.

## Exploring the Backstage View

The *Backstage* view contains all the commands related to managing files and customizing the program (see Figure 3). It provides an easy way to create, open, save, print, share, and close files; find recently used files; view and update file properties; set permissions; set program options; get help; and exit the program.

To display the Backstage view:

1. Click the **File** tab on the **Ribbon** (see Figure 3).

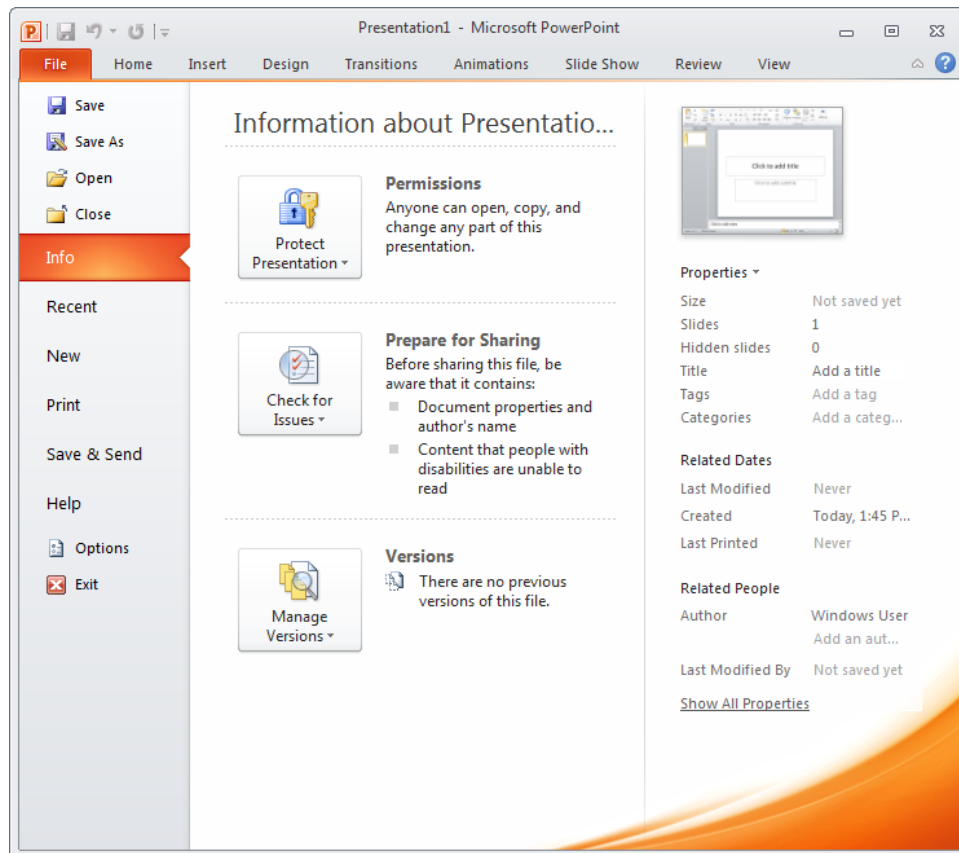


Figure 3 – Info Tab of Backstage View

To exit the Backstage view:

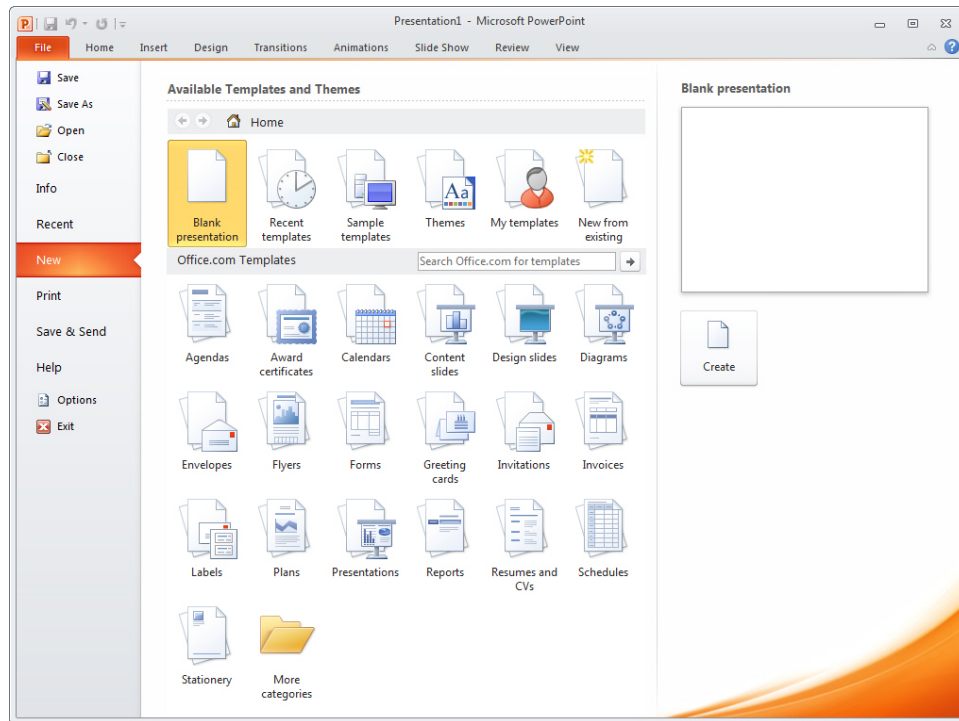
1. Click any tab on the **Ribbon**. Or, press the **Esc** key.

## Creating, Saving, and Closing a Presentation

When you start PowerPoint 2010 without opening a specific presentation, a new blank presentation containing one slide is displayed, ready for you to enter your content. You can also create a new presentation while PowerPoint 2010 is running.

To create a new presentation:

1. Click the **File** tab on the **Ribbon**. The **Backstage** view displays.
2. Click **New** in the left pane. The **New** tab displays (see Figure 4).
3. Under **Available Templates and Themes**, select **Blank presentation**.
4. Click the **Create** button in the right pane. A new blank presentation opens in a new window.

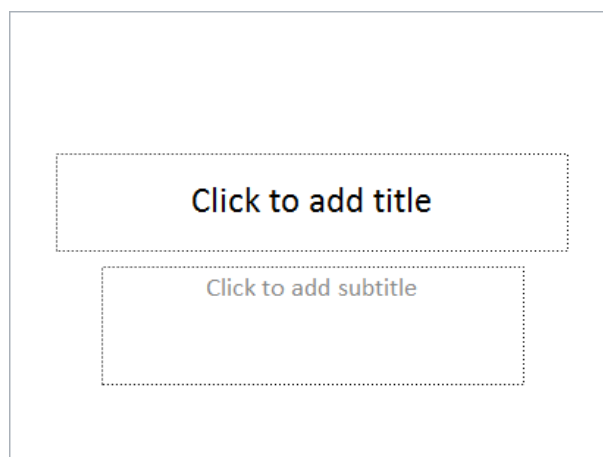


**Figure 4 – New Tab of Backstage View**

## **Entering Text**

A new blank presentation includes one slide which is based on the Title Slide layout. The slide contains two placeholders, one formatted for a title and the other formatted for a subtitle (see Figure 5). The arrangement of placeholders on a slide is called a layout. There are several other slide layouts available in PowerPoint and each provides placeholders for inserting various types of content. When you click inside a placeholder, PowerPoint switches to edit mode; the placeholder appears with dashed borders with sizing handles (white circles and squares), a rotate handle (green circle), and the insertion point appears in the placeholder. When the insertion point reaches the end of the line, the text you are typing automatically moves to the next line. Pressing the Enter key starts a new line. If you type more text than will fit in a placeholder, PowerPoint reduces the size of the text so that all the text fits.

**NOTE:** The prompt text appears in the placeholder until you type your text. If you do not enter any text, the placeholder text remains on the screen, but it is not displayed when you play the slide show or print it.



**Figure 5 – Title Slide with Two Placeholders**



To enter text:

1. In the **Slide** pane, click inside the placeholder in which you want to add text.
2. Type the desired text.
3. Click anywhere outside the placeholder to deselect it.



## **Copying and Moving Text**

When editing a presentation, you may want to move or copy text within the same presentation or between presentations. If you want to duplicate text in another location, you can copy the text rather than retype it. When you move text, the text is removed from its original location and placed into the new location. Cut or copied text is placed on the Clipboard where it is saved until you paste it to a new location.

To copy text:

1. Select the text that you want to copy.
2. On the **Home** tab, in the **Clipboard** group, click the **Copy** button  (see Figure 6). Or, press **Ctrl+C**.
3. Position the insertion point where you want to paste the text.
4. On the **Home** tab, in the **Clipboard** group, click the **Paste** button . Or, press **Ctrl+V**.

To move text:

1. Select the text that you want to move.
2. On the **Home** tab, in the **Clipboard** group, click the **Cut** button  (see Figure 6). Or, press **Ctrl+X**.
3. Position the insertion point where you want to paste the text.
4. On the **Home** tab, in the **Clipboard** group, click the **Paste** button . Or, press **Ctrl+V**.

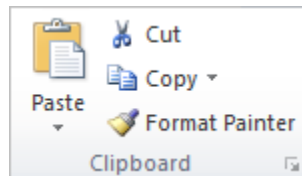


Figure 6 – Clipboard Group on the Home Tab

## **Using Undo and Redo**

The *Undo* command allows you to reverse the results of the previous command or action. Once the Undo command is used, the Redo command becomes available. The *Redo* command allows you to restore the results of the command or action you reversed with the Undo command.

To undo the previous command or action:

1. Click the **Undo** button  on the **Quick Access** toolbar. Or, press **Ctrl+Z**.

To redo the undone command or action:

1. Click the **Redo** button  on the **Quick Access** toolbar. Or, press **Ctrl+Y**.

## **Adding and Deleting Slides**

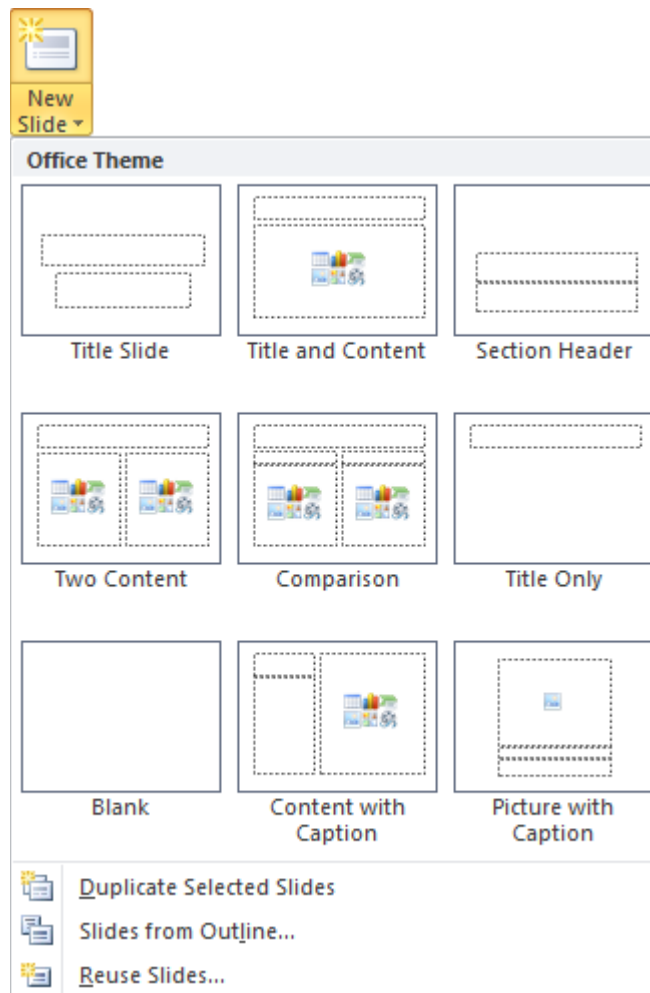
By default, a slide added after the Title Slide layout has the Title and Content layout. Thereafter, each added slide has the layout of the preceding slide. If you want to add a slide with a different layout, you can select the desired layout from the New Slide gallery. If a slide is no longer needed, you can easily delete it from the presentation.

To add a slide without selecting the layout first:

1. On the **Home** tab, in the **Slides** group, click the **New Slide** button.

To add a slide with a specific layout:

1. On the **Home** tab, in the **Slides** group, click the arrow on the **New Slide** button and select the desired layout from the gallery (see Figure 7).



**Figure 7 – New Slide Gallery**

To delete a slide:

1. In the **Overview** pane, on the **Slides** tab, select the slide that you want to delete.
2. Press the **Delete** key.

**NOTE:** You can also right-click the slide on the **Slides** tab of the **Overview** pane and select **Delete Slide** from the shortcut menu.

## **Changing a Slide's Layout**

As you create a presentation, you may find it useful to change the layout of an existing slide. When you change to a different layout, you change the type and/or positioning of the placeholders on it. If the previous placeholders had content in them, that content shifts to a new location on the slide to reflect the different positioning for that placeholder type. If the new layout does not contain a placeholder appropriate for that content, the content remains on the slide, but becomes orphaned (a free-floating object outside of the layout).

To change a slide's layout:

1. In the **Slide** pane, display the slide that you want to apply a new layout to.
2. On the **Home** tab, in the **Slides** group, click the **Layout** button and select the desired layout from the gallery (see Figure 8).

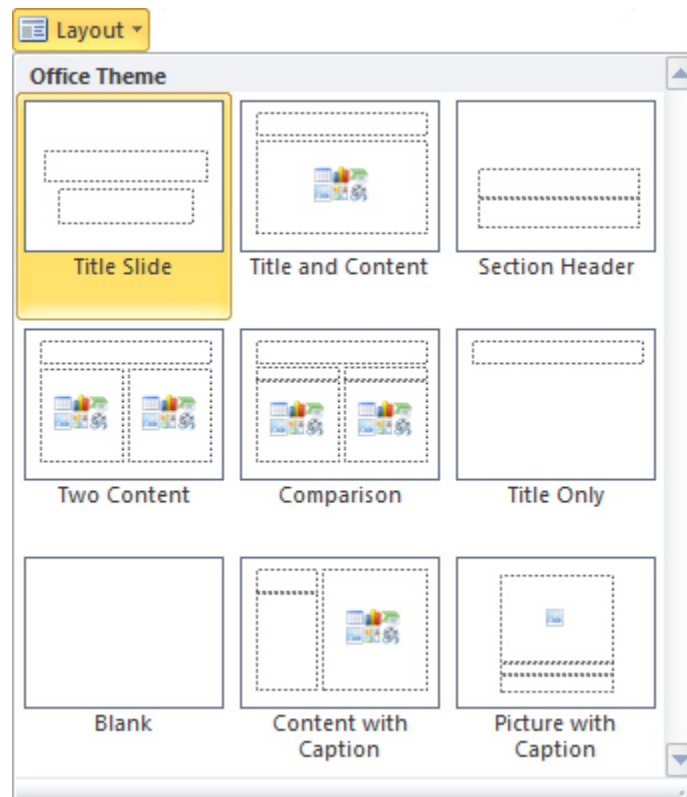


Figure 8 – Layout Gallery

## **Moving, Resizing, and Rotating Placeholders**

The size and position of the placeholders on a slide are dictated by the slide's design. You can move, resize, and rotate placeholders to suit your needs. When you click inside a placeholder, the placeholder is surrounded by a dashed border. You can then enter new text or edit existing text (see Figure 9). Clicking the dashed border changes it to a solid border. You can then manipulate the placeholder as a unit (see Figure 10).



Figure 9 – Placeholder with a Dashed Border

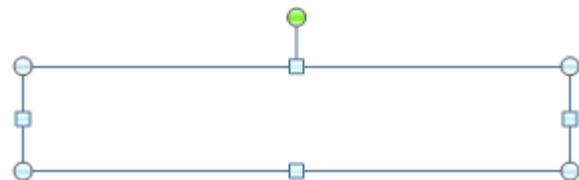


Figure 10 – Placeholder with a Solid Border

To move a placeholder:

1. In the **Slide** pane, position the mouse pointer over the placeholder's border. The pointer changes to a four-headed arrow.
2. Drag the placeholder to the desired location.
3. Click anywhere outside the placeholder to deselect it.

To resize a placeholder:

1. In the **Slide** pane, click the placeholder that you want to resize.
2. Drag any sizing handle (white circle or square) as desired to increase or decrease the size of the placeholder.
3. Click anywhere outside the placeholder to deselect it.


To rotate a placeholder:

1. In the **Slide** pane, click the placeholder that you want to rotate.
2. Drag the rotate handle (green circle) in the desired direction.
3. Click anywhere outside the placeholder to deselect it.

## **Saving a Presentation**

Each presentation you create is temporary unless you save it as a file with a unique name or location.

To save a presentation for the first time:

1. Click the **Save** button  on the **Quick Access** toolbar. The **Save As** dialog box opens (see Figure 11).
2. In the **Navigation** pane, select a location to save the file or leave the default location.

NOTE: By default, files are saved in the **Documents** folder.

3. In the **File name** box, enter a name for the file.

NOTE: File names can have up to 255 characters and can include any combination of alphanumeric characters, spaces, and special characters, with the exception of the forward slash (/), backslash (\), greater than sign (>), less than sign (<), asterisk (\*), question mark (?), quotation mark ("), pipe symbol (|), and colon (:).

4. Click the **Save** button.

NOTE: After a presentation has been saved, subsequent saves will not open the **Save As** dialog box. You can save changes by clicking the **Save** button on the **Quick Access** toolbar or by pressing **Ctrl+S**. The new version of the presentation will overwrite the previous version.

NOTE: By default, PowerPoint 2010 presentations are saved in the **PowerPoint Presentation** format which has the **.pptx** file extension. Presentations created in versions of PowerPoint prior to PowerPoint 2007 have the **.ppt** file extension. You can use PowerPoint 2010 to save a presentation in the **PowerPoint 97-2003 Presentation** format to make it compatible with earlier versions of PowerPoint. You can also use PowerPoint 2010 to open presentations created with earlier versions of PowerPoint, but the new features of PowerPoint 2010 will not be available until the presentation is converted to the **.pptx** format.

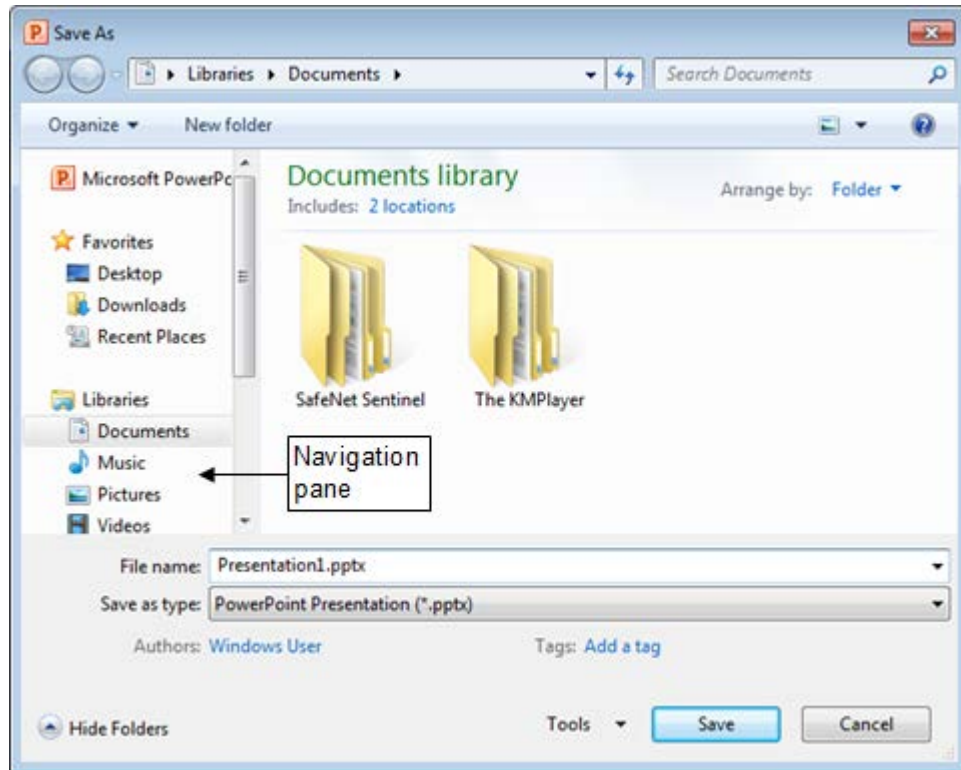


Figure 11 – Save As Dialog Box

## Using Save As

The *Save As* command can be used to save a presentation in a different location, with a different file name, or in a different file format.

To use the Save As command:

1. Click the **File** tab on the **Ribbon**, and then click **Save As**. The **Save As** dialog box opens (see Figure 11).
2. To save the presentation in a different location, select the desired location in the **Navigation** pane.
3. To save the presentation with a different file name, enter the desired name in the **File name** box.
4. To save the presentation in a different file format, click the **Save as type** arrow and select the desired file format from the list.
5. Click the **Save** button.


## Closing a Presentation and Exiting PowerPoint

When you finish working on a presentation, you should close it and exit the PowerPoint program. If the presentation contains any unsaved changes, you will be prompted to save the presentation before closing it.

To close a presentation:

1. Click the **File** tab on the **Ribbon**, and then click **Close**.

To exit PowerPoint 2010:

1. Click the **File** tab on the **Ribbon**, and then click **Exit**. Or, click the **Close** button  located at the right end of the **Title** bar.

## Opening an Existing Presentation

When you save a presentation, it is saved as a file on your computer. You can open the presentation at a later time to view it, modify it, or print it.

To open an existing presentation:

1. Click the **File** tab on the **Ribbon**, and then click **Open**. The **Open** dialog box opens (see Figure 12).
2. Locate and select the file you want to open.

NOTE: If the file you want to open is not in the default folder, use the **Navigation** pane in the **Open** dialog box to select the appropriate drive or folder.

3. Click the **Open** button.

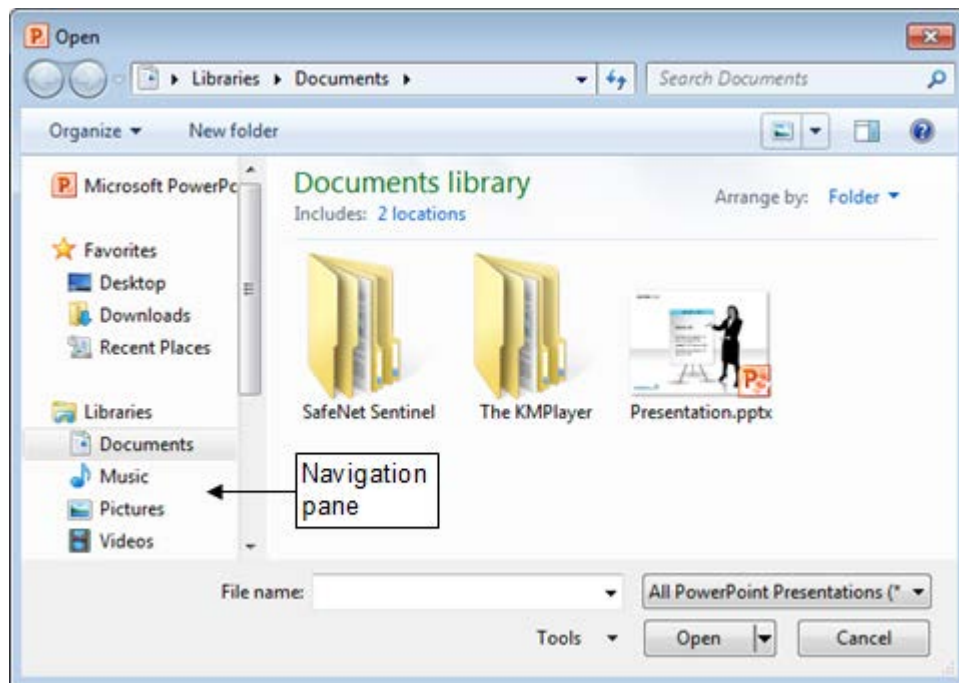


Figure 12 – Open Dialog Box

## Formatting a Presentation

PowerPoint 2010 includes a number of features that can be used to easily format a presentation. Formatting can enhance the appearance of the presentation and make it more visually appealing to your intended audience.

### Live Preview

The *Live Preview* feature allows you to try out different styles, effects, and colors to visualize their effects before applying them. As you move the mouse pointer over the thumbnail images or list items in the galleries, the formatting displayed in the presentation temporarily changes. When you finish previewing the styles, click to select your preferred option.

## Mini Toolbar

The *Mini* toolbar contains frequently used formatting commands and appears in a semi-transparent mode whenever text is selected. Moving the mouse pointer over the toolbar activates it and makes the options available for use (see Figure 13). Most of the formatting options on the Mini toolbar are discussed in the following sections.



Figure 13 – Mini Toolbar

## Formatting Characters

All text formatting is determined by the theme upon which the presentation is based as well as the selected slide layout. However, you can manually change the formatting of text to suit your needs. Character formatting enhances the appearance of text on a slide and includes font, font size, font color, and font styles. Character formatting can be applied using the commands in the Font group on the Home tab of the Ribbon (see Figure 14).

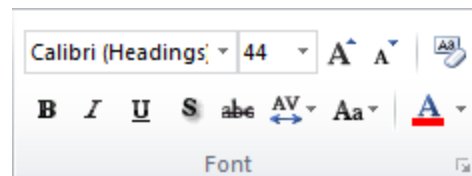
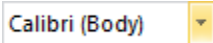


Figure 14 – Font Group on the Home Tab

## Changing the Font

A font is defined as a group of characters sharing similar type attributes. The default font used in a presentation is determined by the theme that is applied to the presentation.


To change the font:

1. Select the text that you want to format.
2. On the **Home** tab, in the **Font** group, click the **Font** arrow  and select the desired font from the list.

## Changing the Font Size

Font size is measured in points. The larger the font size, the larger the text. The default font size of titles and other text in a presentation is determined by the theme that is applied to the presentation.

To change the font size:






1. Select the text that you want to format.
2. On the **Home** tab, in the **Font** group, click the **Font Size** arrow  and select the desired font size from the list.

**NOTE:** Font sizes are not listed in increments of one point. If a desired font size is not listed in the **Font Size** list, click in the **Font Size** box and enter the desired font size.

## Changing the Font Style

Font style refers to type enhancements such as bold and italic (see Table 3). They can be used to emphasize key words in a presentation.

Table 3 – Font Styles

Name	Description
 Bold button	Makes the selected text bold.
 Italic button	Italicizes the selected text.
 Underline button	Draws a line under the selected text.
 Text Shadow button	Adds a shadow to the selected text.
 Strikethrough button	Draws a line through the middle of the selected text.

To change the font style:


1. Select the text that you want to format.
2. On the **Home** tab, in the **Font** group, click the button for the desired font style (see Table 3).

NOTE: The **Bold**, **Italic**, **Underline**, **Shadow**, and **Strikethrough** buttons are toggles. If you select text to which one of these formats has been applied, and then click the corresponding button, that format is removed.

## Changing the Font Color

Color can be used to emphasize text in a presentation. The default font color used in a presentation is determined by the theme that is applied to the presentation. When selecting colors, be sure there is enough contrast between the background and text color to make the presentation easier to read.

To change the font color:

1. Select the text that you want to format.
2. On the **Home** tab, in the **Font** group, click the **Font Color** button  to apply the color on the button.

NOTE: To select a different color, click the **Font Color** arrow and select the desired color from the color palette (see Figure 15).

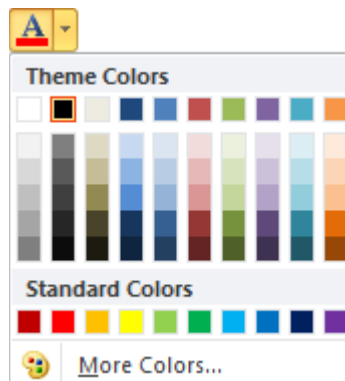


Figure 15 – Font Color Palette

## Formatting Paragraphs

You can change the appearance of an entire paragraph by applying paragraph formatting. For example, you can adjust a paragraph's line spacing and horizontal alignment, as well as create bulleted and numbered lists. Paragraph formatting can be applied using the commands in the Paragraph group on the Home tab of the Ribbon (see Figure 16).

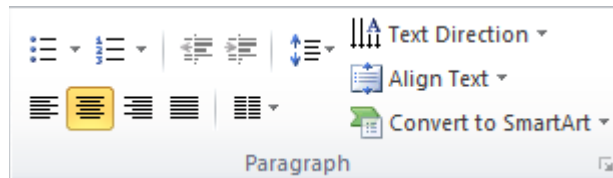






Figure 16 – Paragraph Group on the Home Tab

## Changing Text Alignment

You can change the alignment of text in a slide using the four alignment commands in the Paragraph group on the Home tab (see Table 4).

Table 4 – Alignment Commands

Name	Description
 Align Text Left button	Aligns text against the placeholder's left edge.
 Center button	Aligns text in the middle of the placeholder.
 Align Text Right button	Aligns text against the placeholder's right edge.
 Justify button	Aligns text against both the left and right edges, adding space between words to fill the line.


To change text alignment:

1. Select the text that you want to align.
2. On the **Home** tab, in the **Paragraph** group, click the desired alignment button (see Table 4).

## Modifying Line Spacing

PowerPoint leaves varying amounts of space between lines and between paragraphs. You can change the default line spacing on a slide if you want to spread the text to cover more of the slide or to condense it into a smaller area.

To modify the line spacing within a paragraph:

1. Position the insertion point in the paragraph for which you want to change the line spacing.
2. On the **Home** tab, in the **Paragraph** group, click the **Line Spacing** button  and select the desired line spacing from the menu (see Figure 17).

**NOTE:** If you want to customize the spacing, select **Line Spacing Options** from the **Line Spacing** menu to open the **Paragraph** dialog box, and then modify the spacing in the **Spacing** section.

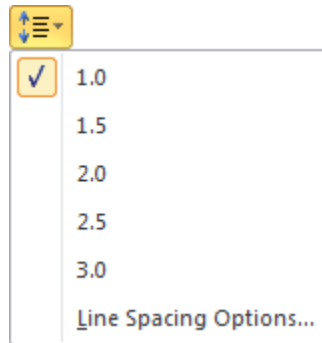



Figure 17 – Line Spacing Menu

## Creating Bulleted and Numbered Lists


Slides often contain text in bulleted lists. PowerPoint automatically creates the bullets as you type the list. You can also add and remove bullets manually. When you want to present a sequence of information or list items by order of importance, you can also create a numbered list.

To create a bulleted list:

1. Select the lines of text that you want to add bullets to.
2. On the **Home** tab, in the **Paragraph** group, click the **Bullets** button .

**NOTE:** You can change the bullet symbol by clicking the **Bullets** arrow and making a selection from the **Bullets** gallery (see Figure 18).

To create a numbered list:

1. Select the lines of text that you want to add numbers to.
2. On the **Home** tab, in the **Paragraph** group, click the **Numbering** button .

**NOTE:** You can change the number style by clicking the **Numbering** arrow and making a selection from the **Numbering** gallery (see Figure 19).

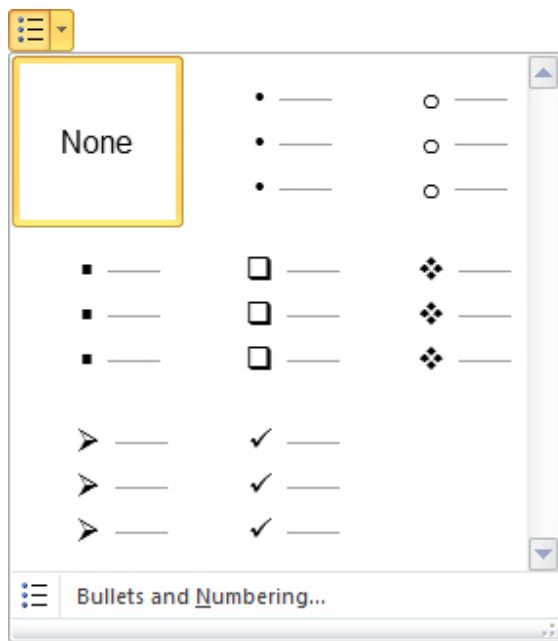


Figure 18 – Bullets Gallery

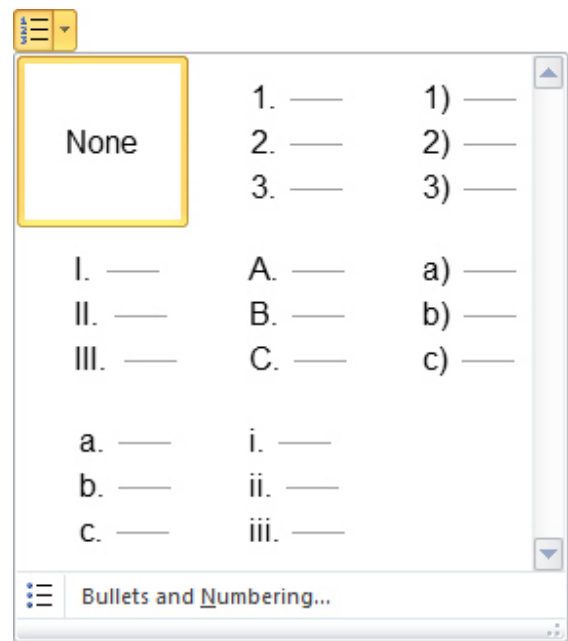


Figure 19 – Numbering Gallery


To remove bullets or numbers from a list:

1. Select the lines of text from which you want to remove bullets or numbers.
2. Do one of the following:
  - To remove bullets, click the **Bullets** arrow and select **None** from the **Bullets** gallery (see Figure 18).
  - To remove numbers, click the **Numbering** arrow and select **None** from the **Numbering** gallery (see Figure 19).

## **Copying Formatting**

You can use the *Format Painter* command to copy the formatting of specific text and apply it to other text. This feature saves time when multiple formats have been applied to text and you want to format additional text with all the same formats.

To use the Format Painter to apply text formats:

1. Select the text containing the formats you want to copy.
2. On the **Home** tab, in the **Clipboard** group, click the **Format Painter** button . The mouse pointer changes into an I-beam with a paintbrush to its left.
3. Select the text that you want to format.

NOTE: To apply formatting to multiple items, double-click the **Format Painter** button; the **Format Painter** will then remain activated until you click the button again to disable it.

## **Inserting Images**



Images can enhance a PowerPoint presentation. They can be used to depict an idea that may be difficult to describe or to make the presentation more visually appealing to your intended audience. Images that can be used in a presentation include clip art and pictures. Once you insert an image into a presentation, you can move it, resize it, crop or cut away portions of the image, or change its colors.

NOTE: You can add images to a slide without an available content placeholder and regardless of the slide layout.

## **Inserting Clip Art**

One method of adding images to a presentation is to insert clip art. PowerPoint 2010 provides access to hundreds of license-free clip art which includes illustrations, photographs, movies, and sounds. If your computer has an Internet connection, you can also access the thousands of free clip art images available on the Office.com website.

To find and insert clip art:

1. Display the slide on which you want to place the clip art.
2. On the **Insert** tab, in the **Images** group, click the **Clip Art** button  (see Figure 20). Or, click the **Clip Art** button  in the content placeholder (see Figure 21). The **Clip Art** pane opens (see Figure 22).

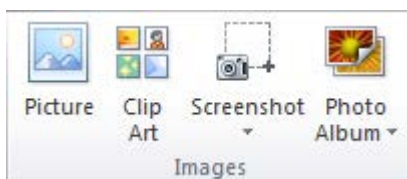


Figure 20 – Images Group on the Insert Tab

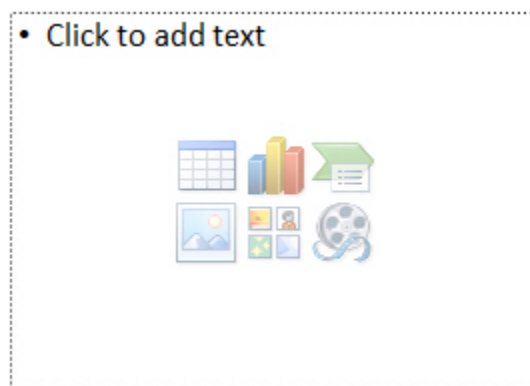


Figure 21 – Content Placeholder

3. In the **Search for** box, enter a keyword related to the desired clip art (see Figure 22).
4. Click the **Go** button. Thumbnails of any clip art, movies, and sounds that have the associated keyword appear in the pane.
5. Scroll down to see all the available clip art, and then click the thumbnail of the desired clip art to insert it into the slide.

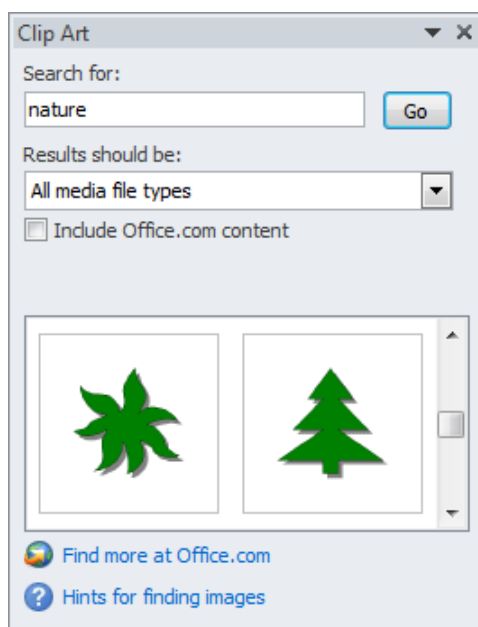




Figure 22 – Clip Art Pane

## Inserting Pictures

Another method of adding images to a presentation is to insert a picture from a file. You can select from a variety of pictures, including scanned images, photographs, and drawn objects that are saved as files.

To insert a picture:

1. Display the slide on which you want to place the picture.
2. On the **Insert** tab, in the **Images** group, click the **Picture** button  (see Figure 20). Or, click the **Insert Picture from File** button  in the content placeholder (see Figure 21). The **Insert Picture** dialog box opens (see Figure 23).

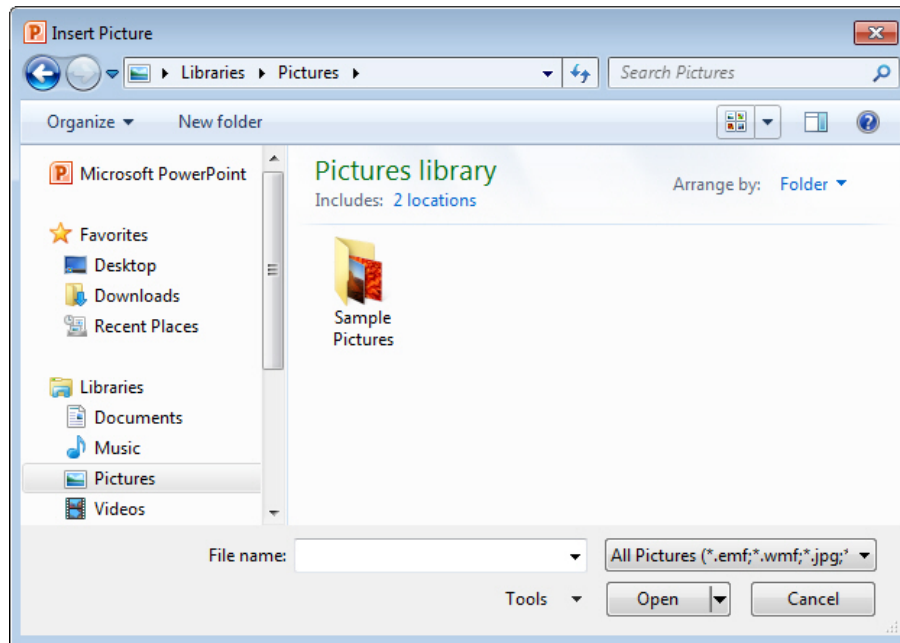


Figure 23 – Insert Picture Dialog Box

3. Locate and select the picture that you want to insert.
4. Click the **Insert** button.

## Moving an Image

You can enhance a presentation by placing images in the best possible location on each slide.

To move an image:

1. Position the mouse pointer over the image. A four-headed arrow appears next to the pointer.
2. Drag the image to the desired location on the slide.

## Resizing an Image

You can resize an image to better fit the layout of a slide. Images can easily be resized by dragging one or more sizing handles. You can also resize an image by entering specific measurements in the height and width fields in the Size group on the Format contextual tab.

To resize an image using sizing handles:

1. Select the image that you want to resize. Sizing handles appear around the image.
2. Drag any sizing handle to increase or decrease the size of the image.

NOTE: Dragging a corner handle shrinks or grows the image proportionally.

To resize an image using specific measurements:

1. Select the image that you want to resize. The **Format** contextual tab appears.
2. On the **Format** contextual tab, in the **Size** group, enter the desired height and width (in inches) in the **Height** and **Width** boxes (see Figure 24).

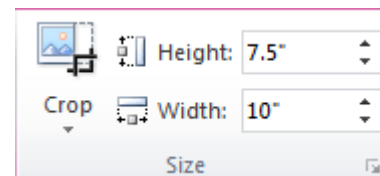






Figure 24 – Size Group on the Format Contextual Tab

# Viewing a Presentation in Different Ways

PowerPoint 2010 has four primary views to help you create, organize, and display presentations (see Table 5). Normal is the default view.

Table 5 – View Commands

Name	Description
 Normal button	This view includes a <i>Slide</i> pane where you can work on the content of an individual slide; a <i>Notes</i> pane where you can enter development and delivery notes; and an <i>Overview</i> pane where you can move to a specific slide using the <i>Slides</i> tab or work with the presentation outline using the <i>Outline</i> tab.
 Slide Sorter button	In this view, the slides of the presentation are displayed as thumbnails so that you can easily rearrange, copy, or delete slides. You can also apply transitions from one slide to another, as well as specify how long each slide should remain on the screen.
 Reading View button	In this view, which is ideal for previewing the presentation, each slide appears in a window with simple controls. You can click buttons on the navigation bar to move through or jump to specific slides.
 Slide Show button	This view is used to deliver the presentation to an audience. In this view, each slide fills the entire screen.

To change the view:

1. Click the desired view button on the **View Shortcuts** toolbar located at the right end of the **Status** bar (see Figure 25). Or, click the desired view button in the **Presentation Views** group on the **View** tab (see Figure 26).



Figure 25 – View Shortcuts Toolbar

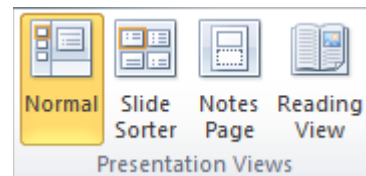



Figure 26 – Presentation Views Group on the View Tab

## Managing Slides in the Slide Sorter View

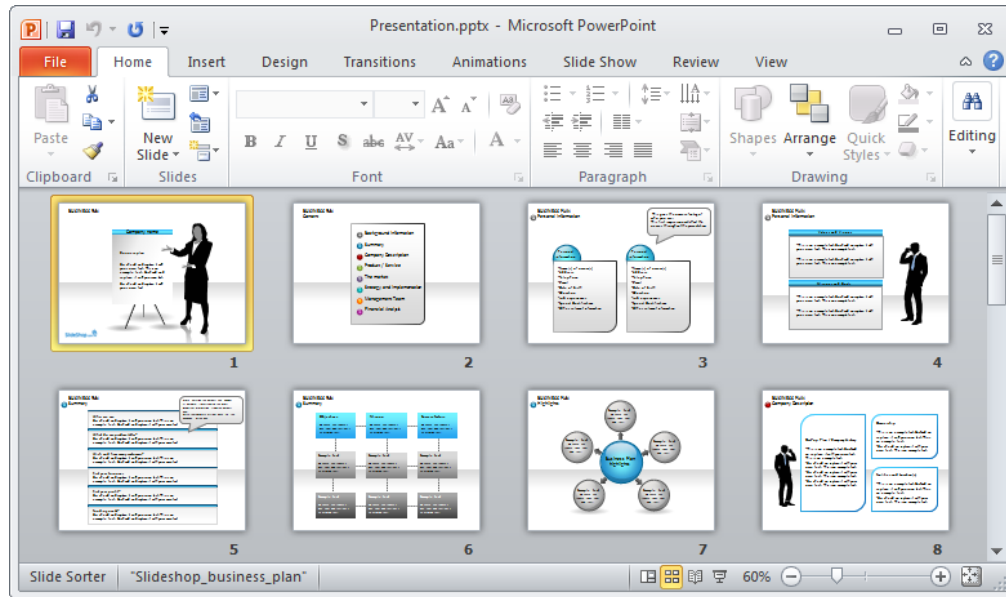
The *Slide Sorter* view displays all the slides in a presentation as thumbnails so that you can easily manage them (see Figure 27). It provides a convenient way to rearrange the slides in any order, copy slides so that you can base a new slide on existing content, delete slides you no longer need, apply transitions to slides, and set slide show timings. In order to perform any action on a slide in the Slide Sorter view, you must first select it. You can select more than one slide at a time. Selected slides are indicated by a yellow border.

To select one or more slides in the Slide Sorter view:

1. Click the **Slide Sorter** button  on the **View Shortcuts** toolbar to display the **Slide Sorter** view (see Figure 27).
2. To select a single slide, click it.

3. To select a contiguous group of slides, click the first slide, hold down the **Shift** key, and then click the last slide.
4. To select multiple noncontiguous slides, hold down the **Ctrl** key as you click each slide.

NOTE: Click anywhere between slides to deselect the slides.



**Figure 27 – Slide Sorter View**

To copy a slide:

1. With the **Slide Sorter** view displayed, select the slide that you want to copy.
2. On the **Home** tab, in the **Clipboard** group, click the **Copy** button. Or, press **Ctrl+C**.
3. Select the slide after which you want to paste the original slide.
4. On the **Home** tab, in the **Clipboard** group, click the **Paste** button. Or, press **Ctrl+V**.

To move a slide:

1. With the **Slide Sorter** view displayed, select the slide that you want to move.
2. Drag the selected slide to where you want it to appear in the presentation. A vertical line indicates the new position.
3. Release the mouse button to place the slide in the new position. All the slides are renumbered accordingly.


To delete a slide:

1. With the **Slide Sorter** view displayed, select the slide that you want to delete, and then press the **Delete** key. Or, right-click the slide and select **Delete Slide** from the shortcut menu.

## **Running a Presentation in the Slide Show View**

The *Slide Show* view is used to deliver the presentation to an audience. This view shows your slides in full-screen mode.

To run a presentation:

1. Select the first slide.
2. Click the **Slide Show** button  on the **View Shortcuts** toolbar. The slide show displays starting with the currently selected slide.

3. Do one of the following:
  - To perform the next animation or advance to the next slide, press the **Right Arrow** key or the **Spacebar**, or click anywhere on the screen.
  - To perform the previous animation or return to the previous slide, press the **Left Arrow** key or the **Backspace** key.
4. To end the presentation, press the **Esc** key.

**NOTE:** You can end a slide show at any point, whether you have reached the last slide or not. If, however, you finish running through the slides and reach the end, you will see a message that the show is over; click anywhere on the screen or press any key to exit the **Slide Show** view.

## Previewing and Printing a Presentation

Even if you plan to deliver your presentation electronically, you might want to print the presentation to proof it for typographical errors and stylistic inconsistencies. Before you print, you can preview your presentation to see how the slides will look on paper. Previewing and printing have become much easier in PowerPoint 2010. The Print tab in the Backstage view allows you to preview a presentation, set print options, and print the file, all in one location (see Figure 30).

### Selecting Page Setup Options

By default, slides are sized for an on-screen slide show with a width-to-height ratio of 4:3 (10 × 7.5 inches). The slides are oriented horizontally, with slide numbers starting at 1. You can change these settings in the Page Setup dialog box.

To select Page Setup options:

1. On the **Design** tab, in the **Page Setup** group, click the **Page Setup** button (see Figure 28). The **Page Setup** dialog box opens (see Figure 29).
2. Enter or select the desired options.
3. Click the **OK** button.

**NOTE:** The orientation of slides can also be changed by clicking the **Slide Orientation** button in the **Page Setup** group and selecting the desired option (see Figure 28).

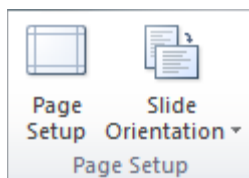


Figure 28 – Page Setup Group on the Design Tab

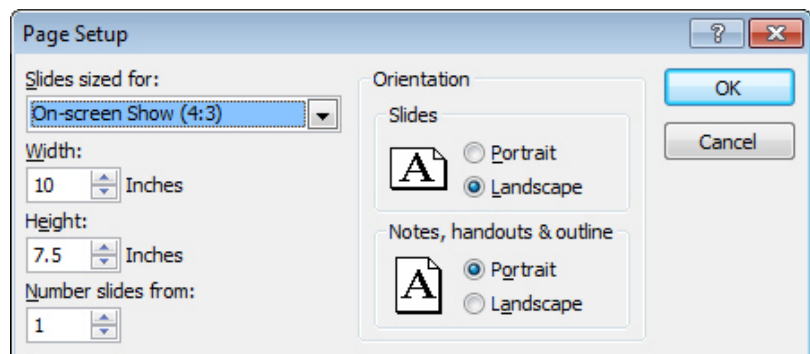


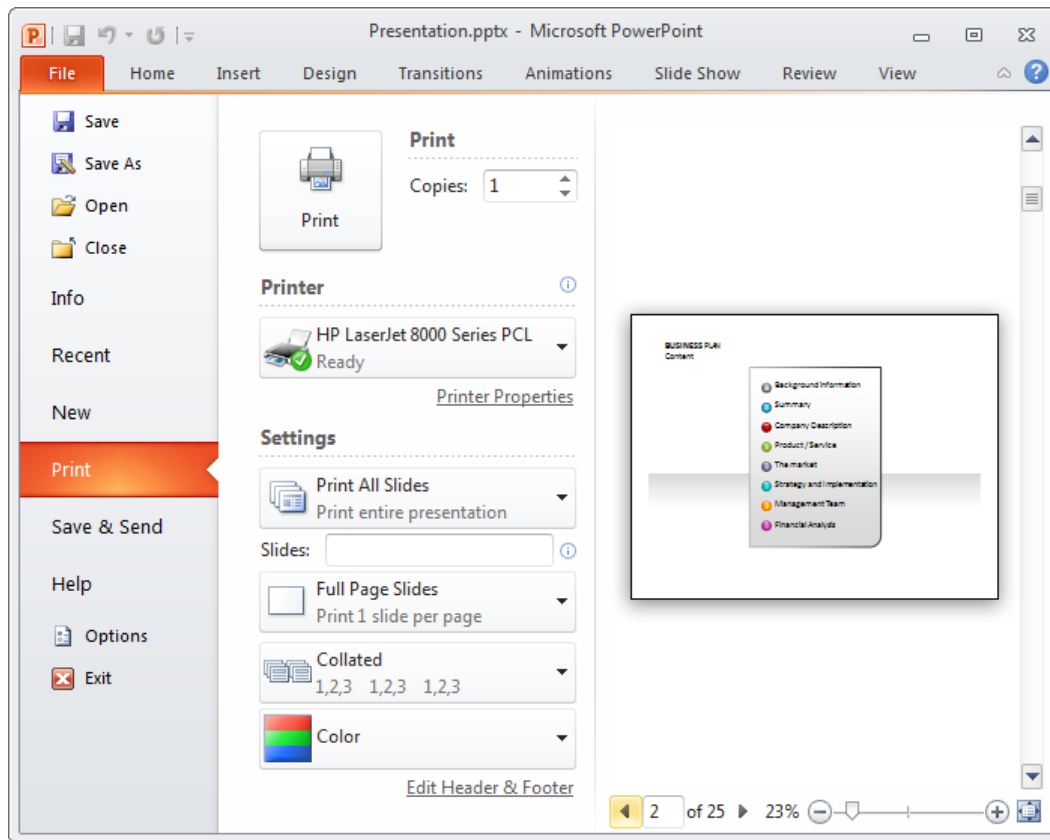
Figure 29 – Page Setup Dialog Box

### Printing a Presentation

When you are ready to print a presentation, you can quickly print one copy of the entire presentation using the current printer, or you can change the default print settings before you print the presentation.

To print a presentation:

1. Click the **File** tab on the **Ribbon**, and then click **Print**. Or, press **Ctrl+P**. The **Print** tab displays, with print settings in the center pane and a preview of the presentation in the right pane (see Figure 30).



**Figure 30 – Print Tab of Backstage View**

2. To preview each slide, click the **Next Page**  or **Previous Page**  arrow in the lower-left corner of the **Preview** pane.


**NOTE:** You can skip step 3 if you do not want to change any of the print settings.


3. To change the print settings, do one or more of the following:
  - To change the printer, under **Printer**, click the button displaying the name of the default printer and select the desired printer.
  - To print multiple copies, in the **Copies** box, enter the number of copies you want to print.
  - To specify which slides to print, under **Settings**, click the button displaying the default **Print All Slides** option and select the desired option.
  - To print only specific slides, in the **Slides** box, enter the slide numbers and ranges separated by commas (no spaces). For example, enter **1,3,5-7** to print slides 1, 3, 5, 6, and 7.
  - To specify what to print (e.g., slides, handouts, notes pages, an outline), under **Settings**, click the button displaying the default **Full Page Slides** option and select the desired option.
  - To print in grayscale or pure black and white, under **Settings**, click the **Color** button, and select the desired option.
4. Click the **Print** button.


# Getting Help

You can use the PowerPoint Help system to get assistance on any PowerPoint topic or task. This system is a combination of tools and files that were stored on your computer when PowerPoint 2010 was installed. If your computer is connected to the Internet, you can also access resources from Office.com.

To get help:

1. Click the **Microsoft PowerPoint Help** button  located at the right end of the **Ribbon**. Or, press the **F1** key. The **PowerPoint Help** window opens displaying a list of general help topics (see Figure 31).

**NOTE:** You can also click the **Help** button  in the upper-right corner of an open dialog box to display topics related to the functions of that dialog box in the **PowerPoint Help** window.

2. Click any topic to display the corresponding information.
3. To find help on a specific topic, type a word or phrase related to the topic in the **Search** box, and then press the **Enter** key. The search results display in the window.
4. To access online help, click the **Offline** button in the lower-right corner of the window and select **Show content from Office.com** from the menu (see Figure 32).
5. To close the **PowerPoint Help** window, click the **Close** button  in the upper-right corner of the window.

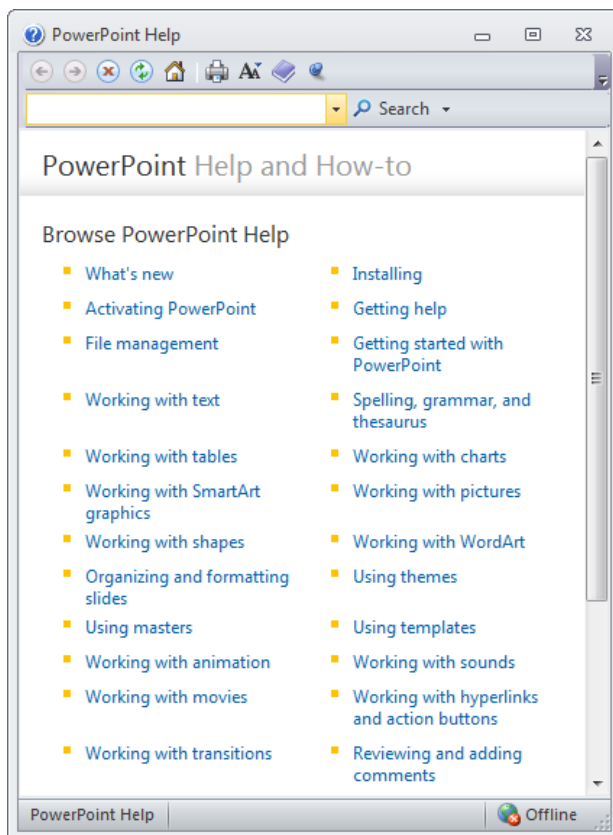


Figure 31 – PowerPoint Help Window

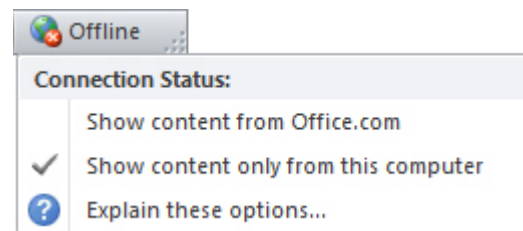


Figure 32 – Connection Status Menu